



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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1. Application Date <b>March 16, 1973</b>	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE Date Received: <b>MAY 8 1973</b> Application No.: <b>73-340</b> Date Completed: <b>MAY 11 1973</b>	
2. Agency Application No. <b>102 100</b>		4. Person to Contact <b>E. E. Winstead</b>	6. Tel. No. <b>656-3633</b>
3. AGENCY, Division, Subdivision & Administering Office Address <b>Georgia Department of Agriculture Plant Industry - Seed Inspection Unit 19 Hunter Street, S.W. Atlanta, Georgia 30334</b>		5. Working Title <b>Director</b>	

## 7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest  
Dates of Series  
**June, 68 to date**

9. Exact Series Title

**SEED LABORATORY ANALYSIS FILES**

10. What is the function of the office in which this record series is created?  
**PERSON**  
The Plant Industry is responsible for supervising and regulating the Plant Industry in Georgia. It seeks to control and eradicate certain diseases and insects within the Plant Industry. The Division promulgates and administers rules and regulations pertaining to laws passed by the General Assembly designed to regulate the fertilizer, feed, seed, pesticide, grain, nursery, apary, and other plant industries doing business within Georgia. The Seed Unit administers the rules and regulations pertaining to the selling of seed in Georgia and provides a service testing program for farmers and seedsmen.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to the Laboratory Analysis of Plant Seeds as to their purity and germination as submitted by official seed inspectors, individuals requesting the service, and certified seed breeders.

Included are: Laboratory Analysis Cards (no numbers) which provide data pertaining to the variety, origin, date of sample, identity of wholesaler, and the results of the laboratory analysis.

File is arranged by three (3) types of seed sample tested, official (white card) samples taken by seed inspectors, Service (Beige card) samples sent in by farmers, and Certified (blue card) samples which are subject to be certified with the Georgia crop Improvement Association, and thereunder by laboratory analysis number.

## ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers				3.	4.5
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
5 X 8 Cards	14	22		This Year's	Last Year's
			AVERAGE DAILY REFERENCED	20	3
				1	1

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [x] ☐ [ ]
14. Is there a duplication of this series in another office or agency? ☐ [ ] ☒ [x]
15. Is the information contained in this series ever summarized or published? ☐ [ ] ☒ [x]  
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? ☐ [ ] ☒ [x]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [ ] ☒ [x]
18. Could the function be performed if the files were lost or destroyed? ☒ [x] ☐ [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [ ] ☒ [x]
20. Does the record series provide data as input to an EDP file? ☐ [ ] ☒ [x]
21. Does the record series contain documentation produced as EDP printout? ☐ [ ] ☒ [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [ ] ☒ [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [ ] ☒ [x]

24. REQUIREMENTS. The following requires the files to be kept 3 years:

- a. ☐ [ ] STATE LAW    b. ☐ [ ] STATUTE OF LIMITATION    c. ☐ [ ] AUDIT PERIOD    d. ☐ [ ] FEDERAL LAW    e. ☒ [x] ADMINISTRATIVE DECISION    f. ☐ [ ] HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

Experience shows that any litigation between purchaser and seed dealer will probably arise within 3 years of the analysis of the seed.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ [x] CALENDAR YEAR ☐ [ ] FISCAL YEAR ☐ [ ] OTHER \_\_\_\_\_, then:

- ☒ [x] Hold in the current files area \_\_\_\_\_ month(s)/ 3 year(s):  
☐ [ ] Transfer to ☐ [ ] State Records Center ☐ [ ] Local Holding Area; hold \_\_\_\_\_ year(s):  
☒ [x] Destroy.  
☐ [ ] Transfer to State Archives for permanent retention.  
☐ [ ] Destroy immediately after cut-off.  
☐ [ ] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>Ellis D. Sikes</i>	Date 3/16/73	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [ ] Disapproved	<i>Ellis D. Sikes</i>	3/16/73
	State Auditor/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [ ] Disapproved	<i>William M. Dixon</i>	5-8-73
STATE RECORDS COMMITTEE	Secretary of State/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [ ] Disapproved	<i>Carroll Hart</i>	5-7-73
	Attorney General/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [ ] Disapproved	<i>Al Sheel</i>	5-10-73